

Department of Child Services
ADMINISTRATIVE ALERT

January 20, 2012

This Alert will address the following:

- I. RFP process
- II. Fingerprinting requirements
 - IIA. Attachment of policy guidelines
- III. Waiver Process
 - IIIA. Attachment of Waiver Request
 - IIIB. Attachment of Waiver Response
- IV. When referral to Community Partners is appropriate
- V. Income Verification
 - VA. Attachment of Income Declaration Form

I. **Maternal Infant Early Childhood Homevisiting Grants:** DCS has been asked to clarify how sites were chosen for this grant. The Maternal Infant Early Childhood (MIEC) Homevisiting Grant sites were selected from the list of counties with the highest risk factors in the required statewide Needs Assessment. These sites have received four (4) year contracts that began 12/01/2011 and will end on 09/29/2015. The upcoming competitive RFP for Healthy Families will not affect these contracts.

II. **Background Checks-** Instructions for Background Checks are included in the contracts for MIEC sites. For all other sites, this requirement was not included in the current HFI contract. It will be added in the next cycle of HFI contracts. In the meantime, a Background Check requirement will be included to HFI policy. We are still working on the language and are hopeful the HFI policy will be released soon.

Attached to this e-mail are the pages of contract language which will appear in the HFI policy manual. We hope this will give some guidance prior to the policy being released.

All HFI sites will need to be in compliance with the Background Check policy no later than March 1st. We are aware that L1 (the fingerprinting agency contracted with DCS) is busy with those trying to get into compliance. Please plan accordingly. I **See Attachment IIA.**

III. **Waiver Process-** Attached to this e-mail is the Request for a Waiver Form and new Response Form. When your program is requesting to be out of compliance with certain policies you will need to submit a waiver. For example, if a site has caseloads that rise above the 25 limit, the site will need to submit a waiver form. Andrea will respond with the Waiver Response Form, after walking the request through the approval process. The Waiver Response Form will give you approval with any guidelines or expirations associated with the request. If the waiver is denied the form will have a reason for the denial. Please e-mail all Waiver requests to Andrea Preston @ Andrea.Preston@dcs.in.gov. Please allow 7 business days for a response.

See Attachment IIIA and IIIB.

IV. **Guidelines for Referral and Services between Healthy Families Indiana Sites and Local Community Partners for Child Safety Programs (CPCS)**

Healthy families will only refer families needing crisis/emergency assistance to Community Partners that are *not* actively enrolled in the HFI program.

- HFI will inform families that Community Partners is:
 1. Voluntary
 2. Confidential
 3. Family signs consents and is informed of their rights on or before the first face to face contact
 4. HFI tells the name of the CPCS service provider and or completes a referral form to CPCS
 5. To reduce duplication of services, assessments completed by HFI will be accepted whenever possible by CPCS as part of the referral process.

Exceptions: Can be granted by DCS Central Office, for families enrolled in HFI who are seeking one-time emergency assistance from Community Partners. In this situation, the family would remain enrolled in HFI.

Process for submitting an exception: HFI Sites Program Managers will send an email requesting exception approval to Andrea Preston @ Andrea.Preston@dcs.in.gov continuing the following information:

- Family name
- Community Partners service being sought
- Reason for exception(s), should include any failed alternatives solutions within the families community
- If need is on-going, plan for addressing the need in the future
- Please allow 7 business days for a response

V. **Income Verification Guidelines**

By February 13th, 2012 all sites need to be conducting Income Verification for all families who are being assessed for Healthy Family services and being served by TANF or MIEC funds. The purpose of this is to show that these families meet the 250% poverty to continue to receive TANF funding. The Income Declaration Form has been reorganized to add additional steps in verifying the income of a family. The design of this form is to help walk home visitors and families through the process of verifying income.

At this point we cannot use WIC TADs as verification. This is something that maybe looked at further down the line, but at this point the MOU does not lend itself to getting copies of the documentation. For sites who are Medicaid or WIC sites in addition to being HFI sites, if you are able to get copies of the necessary documents for WIC or other purposes you can use this information with copies for the HFI income verification documentation.

The Income Declaration Form needs to be completed and kept along with what documentation has been collected to verify the income. Once you are able to verify that the family is 250% poverty level you do not need to collect other documentation of Income. For example, if Medicaid can be documented through an award letter then you do not need to collect any more information about income and the home visitor can sign off on the form. Verification includes copying or photographing evidence.

The HFI policy and the guidelines on the Income Declaration form are resources for what qualifies as verification for income types. We are aware that there will be situations where someone is providing income assistance from someone else. In this case a letter from the person can serve as documentation. This letter can be given to home visitor through the parent wanting to receive services. As a last resort the signed form can be used by its self, but this should be a rare occurrence and will be monitored by QA.

See attachment VA